

DS Coord  
CV Coord  
CC Sign

*Lt Col Haskins 22 Dec 02*  
*Richie 30 Dec 02*  
*W JAN 3 2003*

*210014 22 Dec 02*  
*W6/CC 1/21/03*  
*MSG/CC 1/21/03*  
*CES/CC 1/21/03*  
*IN TURN*  
*JP 30/11/02*  
*27 Jan 03*

-----STAFF SUMMARY

AO: Mr. Ben Roth, HQ USAFE/CECP, DSN 480-6208

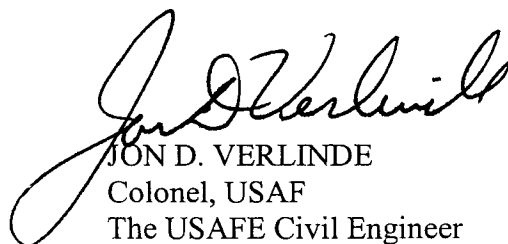
SUSPENSE: 18 Nov, CE101961

Information: XP, SV

*DS202764*

Subject: A-CE101961- Architectural Compatibility

1. PURPOSE: Obtain COMUSAFE approval and signature on the Architectural Design policy letter and the associated submittal, review and approval process. (Tab 1)
2. BACKGROUND: In Dec 98, USAFE/CV notified the bases it was crucial to provide for future mission requirements with attractive, functional facilities and directed all new major facility designs to be approved by the wing commander, HQ USAFE/CE, and COMUSAFE. In Apr 99, HQ USAFE/CE issued a letter issuing guidance on implementation of the process. The attached letter replaces the original policy and establishes procedures required to submit a design and receive COMUSAFE review and approval. This review process also introduces the requirement that HQ USAFE/CE must review and approve all designs before they may be submitted to COMUSAFE for final approval.
3. DISCUSSION: Currently, bases are required to submit designs to COMUSAFE for approval on architectural compatibility at 35 percent design completion. Submittal at 35 percent design allows time to make any necessary revisions without significant impact on design schedule or cost. Bases, however, have submitted design packages for review well beyond the 35 percent design, some as late as 95 percent design. These late submittals leave little time for revisions that would result in a better facility and can result in lost design costs. Consequently, revisions that would have been easy to incorporate at 35 percent design are sometimes not included at 95 percent design to avoid the additional cost and delays.
4. RECOMMENDATION: COMUSAFE approve the process and sign the proposed policy letter. (Tab 1)

  
JON D. VERLINDE  
Colonel, USAF  
The USAFE Civil Engineer

DEC 23 2002

Tab

Policy letter for signature (w/Atch)



DEPARTMENT OF THE AIR FORCE  
UNITED STATES AIR FORCES IN EUROPE


MEMORANDUM FOR ADDRESS #2

JAN 3 2003

FROM: USAFE/CC  
Unit 3050 Box 1  
APO AE 09094-0501

SUBJECT: Architectural Compatibility (AC) Design Review Process

1. To provide for future mission requirements and develop aesthetically integrated communities, we must work now to provide our airmen and their families attractive, functional facilities in which to work and live. To do so, we must insist on design excellence in our built environment.
2. In order to fulfill the requirement, our communities must be well designed and architecturally compatible. Each base and geographically separated unit must comply with base specific and USAFE AC design standards. In addition, all new major facility designs (including DoDDS, DeCA, AAFES, NATO, and NAF facilities) shall be submitted to and approved by the Wing Commander, his/her Civil Engineer, HQ USAFE/CE; and for my review no later than 35 percent design completion. This office remains the final approval for architectural compatibility of major facility construction projects at 35 percent design, but the wing will be responsible for ensuring adherence to the approved design concept throughout design completion.
3. Attached is specific guidance on the submittal, review, and approval process. Since it affects design and construction execution timelines, please ensure your Civil Engineers incorporate this process immediately. I also encourage you to actively involve our USAFE Architects in your designs to expedite this process.
4. If you have any questions, please contact my Command Architects at 480-6208.

  
GREGORY S. MARTIN  
General, USAF  
Commander

Attachment:  
AC Submittal, Review, and Approval Process

**HQ USAFE Architectural Compatibility  
Submittal, Review, and Approval Process  
13 Nov 2002**

**1. APPROVAL PROCESS STEPS**

**A. STAGE 1. Base Civil Engineer (BCE) and Wing Commander approve design**

**B. STAGE 2. HQ USAFE/CE approves/rejects design**

- 1) **After the Wing Commander has reviewed and approved a design, Base Civil Engineer submits design packages for all architectural vertical construction projects over \$750,000 to HQ USAFE/CEC.** Bases shall provide to HQ USAFE/CEC a design submittal package that adequately conveys not only the design concept, but also the proposed salient design features of the facility and its site. The submittal should normally occur at completion of design development (roughly 25-35% design completion) and shall be submitted only after the BCE and wing commander have reviewed and approved the design. HQ USAFE/CEC will not accept unprofessional, incomplete, or unorganized submittals. If bases have questions regarding what projects are to be submitted or what the package must include, please contact HQ USAFE/CEC, DSN 480-6208.
- 2) **HQ USAFE/CEC submits package to USAFE/CE.** Once submittals are received, HQ USAFE/CEC will evaluate the package and will brief USAFE/CE on the project. If HQ USAFE/CEC finds the design incompatible with USAFE standards or unsuitable regarding detailing, materials selection, etc., it will be rejected and will require re-submittal. However, it may be forwarded to USAFE/CE, contingent upon agreement to make specific changes.
- 3) **USAFE/CE determines design acceptability.** USAFE/CE shall review the design. If found unacceptable, the submittal will be rejected, and the base will be required to re-submit; design other than to revise the submittal may not continue. Submittals of unacceptable designs will simply delay the project.
- 4) **USAFE/CEC briefs COMUSAFE.** If USAFE/CE finds the design acceptable, HQ USAFE/CEC will schedule and brief the design to COMUSAFE. The base shall be represented at this briefing to answer any questions regarding the project; the project manager must be present. Scheduling COMUSAFE briefings will have an impact on design and construction schedules; ensure appropriate time is allocated in the project schedule to accommodate this briefing

**C. STAGE 3. COMUSAFE approves/rejects design.**

- 1) **COMUSAFE determines design acceptability.** If COMUSAFE approves the submittal, the design effort may continue to completion, contingent upon incorporation of all comments COMUSAFE provides.
- 2) **If disapproved,** the base must submit a revised design package to HQ USAFE/CEC. Unless circumstances determined by USAFE/CE warrant, the project design shall not continue beyond 35% until approved by COMUSAFE.

**D. STAGE 4. The Wing Commander is charged with ensuring the design stays true to the architectural concept approved by COMUSAFE.**

- 1) After COMUSAFE has approved the design, the design may proceed to completion. The Wing Commander shall ensure the project adheres to the design concept and does not stray from the COMUSAFE-approved design.
- 2) Frequency and level of subsequent submittals to the wing commander shall be determined locally.

**2. DESIGN ISSUES**

- A. Schedules.** Design schedules shall be established to incorporate these required submittals and reviews.
- B. Requirements.** Requirements Documents, Project Management Plans, Requirements and Management Plans, or Statements of Work for Architectural Engineering Services from Design Agents or other design managers shall include these requirements so that design fees and schedules may be negotiated appropriately. Secondary services may be necessary to accomplish some of the submittals' requirements.
- C. Submittals.** The submittal shall include site plans, elevations, floor plans, rendering(s) of professional quality, and photographs of facilities on the installation and surrounding the proposed project site. The submittal, at a minimum, shall be in PowerPoint slide format following the format described in paragraph 2 F. All photos or drawings shall be of large enough scale to clearly depict design intent. If slides alone are not adequate, drawings for table-top use must accompany the submittal. In addition, provide other materials that help convey the design intent, including photographs of other projects of similar design or application of materials, cut sheets of products to be used, actual materials samples, etc. All proposed materials selections shall be clearly identified on the elevations and accurately rendered to show location, color and form.
- D. Renderings.** Provide at least one interior and two exterior preliminary perspectives to HQ USAFE/CEC for review. The renderings shall be of professional quality and shall adequately indicate key architectural features of the project, including all materials. HQ USAFE/CEC shall review the submittal and provide comment through conference or correspondence with the Design Agent, the Base CE Project Manager, and/or the Architect/Engineer (AE) on necessary changes to the design and/or renderings. After this review, the AE shall, if necessary, revise the renderings to reflect the resolution reached in the review and shall submit a revised rendering to HQ USAFE/CEC for review by USAFE/CE. If the preliminary renderings are approved with no changes, no additional renderings will be required.
- E. Rendering Quality and Format.** The AE may submit design development/investigative drawings, provided the quality of the renderings is professional. Renderings must be accurately delineated, showing true colors and textures of materials as well as proposed detailing. The scale must be appropriate so that adequate detail is visible. Computer Aided Design (CAD) rendered drawings are acceptable if the CAD rendering program accurately renders materials, colors, and textures. The AE shall submit as many renderings, including vignettes, as is necessary to adequately convey the designer's intent.

At least one of the exterior perspectives shall be a bird's eye perspective. The size of renderings not in slide format shall be roughly 40cm vertical by 60cm horizontal. The renderings shall show proposed landscaping concepts and site features. Ensure rendered landscaping doesn't obscure important portions of the building and ensure any scale figures are accurate. AE shall choose the media, and the quality of each rendering shall be consistent.

- F. Charrettes and Reviews.** HQ USAFE/CEC and other interested parties shall be involved in design charrettes and all scheduled review meetings up to and including the 35 percent design, of all projects requiring design approval. Base CE shall ensure Command Architects are invited to all charrettes and design reviews. If you have any questions, please coordinate with one of the Command Architects, HQ USAFE/CECP, DSN 480-6208.
- F. PowerPoint Slide Show Format.** Routine Submittal shall be in PowerPoint presentation using the following format:

**PROJECT TITLE  
LOCATION**



**HQ USAF  
CIVIL ENGINEER DIRECTORATE  
ENGINEERING DIVISION**



**BRIEFING OVERVIEW**

- Project Description
- Major Design Considerations
- Visual Elements
- Visual Patterns
- Visual Districts
- Visual Characters
- Interfaces
- Project Execution Timeline
- Summary & Conclusion



**PROJECT DESCRIPTION**

- DD Form 1391 Information
  - Cost Estimate
  - Project Scope
- Project Manager
- A/E Firm Name
- Design & Construction Agent



**MAJOR DESIGN  
CONSIDERATIONS**

- Noteworthy Constraints
- Issues Resolved by the Design

**PROJECT SITE PLAN**

*Photo or Drawing*

**AREA ARCHITECTURAL STYLE**

*Photos of Architectural Building Styles in  
the Local Area and on the Installation;  
More than one slide may be required.*

## PROJECT FLOOR PLAN

*Drawing*



## VISUAL ELEMENTS

- Architectural Theme
- Architectural Scale
- Architectural Form
- Architectural Materials
  - Exterior & Interior
  - Colors
  - Fenestration Details

## VISUAL ELEMENTS

*Building Renderings: 2 Perspectives  
(Minimum) based on Size/Complexity of  
Building*

## VISUAL PATTERNS

*Photos of Typical Adjacent Buildings  
showing recurring elements such as  
punched windows, band windows, entry  
elements, roof types, etc.*

## VISUAL DISTRICT

*Photos/Drawings of adjacent Area  
Showing its context, such as Community,  
Industrial, Recreational, Administrative,  
Commercial, etc.*

## VISUAL CHARACTER

*Elevations or Renderings Showing  
Building Character*

RIGHT SCREEN

## INTERFACES

Renderings, Photos or Drawings  
Showing:

1. Interiors
2. Force Protection Compliance
3. Site Development
4. Adjacent Environment



## PROJECT EXECUTION TIMELINE

- Design

- 65% ECD:
- 95% ECD:
- 100% ECD:

- Construction

- Est Start Date:
- Est Completion Date:



## CONCLUSION & QUESTIONS

